

Report from the Department of Planning, Research and Statistics (PRS)

The Department of Planning, Research and Statistics (PRS) is one of the service Department of the Ministry. The Department was established to perform its formal functions of Planning, Research and Statistics with added services of Library, Legal, ICT and Archives.

The PRS Department is comprised of the following Divisions/Units:

- Planning Division;
- Research and Statistics Division;
- Library Unit;
- Legal Unit;
- ICT Unit; and
- Archives Unit.



The Functions of the Department are:

- Development Planning (Rolling, Medium, Perspective, etc.);
- Monitoring and Evaluation of Plan Implementation;
- Research into the sectors over which the Ministry has jurisdiction;
- Research into the Internal Organization and Operational Modalities of the Ministry;
- Management and use of Data Bank for data capturing/processing, analysis, banking and retrieval/dissemination of data;

- Setting and monitoring of performance and effective targets for the various subdivisions and staff of the Ministry;
- Constant collection and processing of data and statistics relating to the Ministry;
- Monitoring and Processing of reports on the activities of the Zonal Offices, Legal Advisers in MDAs and Ministry's Parastatals;
- Liaison with the Ministry's Parastatals, Institutions in the Justice Sectors;
- Representing the Ministry in the National Joint Planning Board;
- Responsible for Preparation of Key Performance Scorecard in line with template provided by Ministry of Budget and National Planning;
- Coordination of activities of Parastatals and Zonal Offices;
- Management and maintenance of ICT infrastructure, develop in-house capacity to operate and manage the vast resources of the Ministry, Content Management and maintenance of the Ministry's Website, Supervision of ICT Projects Implementation in the Ministry, Installation of Anti-Virus on Office Computer System, Installation of CCTV surveillance/security equipment etc.;

Management and Provision of Library Services in the Ministry for Staff and non-staff, compilation of legal books and publications for acquisition provision of newspapers, journals and periodicals for the Ministry etc.; and

- Survey and acquire all archival materials for permanent preservation and make same available for reference and research purposes.

Overview of Activities

- Collated and prepared the Ministry and its Parastatals/ Agencies year Performance Scorecard for 2014 and 2015;
- Collated and prepared year 2015 achievements and challenges of the Ministry and its Parastatals;
- Represented the Ministry in the statutory meetings of the Joint Planning Boa in 2015 and 2016;
- Assisted in Preparation of 2016 and 2017 Budget of the Ministry;
- Monitored 2016 implementation of parastatals capital projects and programmes in collaboration with Ministry of Budget and National Planning,
- E-library (on-going) to provide E-library services and to modernize MOJ library with electronic devices to meet with best global practices and to put 1 place a system that

will expose MOJ staff researchers and stake holders | global world of current information practices and improve justice delivery;

- Compilations of 2010-2015 library newspapers for binding. The purpose of this is to make backlog of newspapers handy and easily retrieved for referent purposes as a standard library practices;
 - Books and journals donated to the library as complimentary copies were collated, given accession numbers and the bibliographic details were registered for record purposes, stamped, classified for prompt and easy access to the library users;
 - Selective dissemination of information (SDI) was carried out through a review of newspapers with the aim of providing current information on cases, law and justice, crime, prison, both within and out of the court matters concerning the Ministry of Justice and all parastatals affiliated to the Ministry;
 - Few numbers of books were distributed to the Zonal Offices under the Ministry so as to enrich and enhance their libraries;
 - Distributed the Laws of the Federation to all Deputy Directors and above in the Ministry;
 - Additional two sections have been established, namely Children and Audio Visual library sections to render additional routine library services;
 - Data captured on activities of Departments and presentation of such data in order to ensure that they are adequate for analysis, reporting and use;
 - Data captured on the activities of Zonal Offices;
 - Safeguarded computer systems of the Ministry from hackers, Trojans and viruses;
 - Efficient and effective servicing of computer systems, Local Area Network (LAN), Inverters, printers and scanners in the Ministry;
 - Provision of Internet Access Points by deployment of wireless access points and switches to various floors;
 - Showcasing the Justice Sector policies through the Ministry's website; and
- Archive Unit has in its repository the following files:

S/N	OFFICE/DEPARTMENT	YEAR	NO.OF FILES
1	Hon. Attorney-General's Office	1990-2007	119
2	SGF/PS	1995-2009	384
3	Legal Drafting	1980-2008	586
4	Public Prosecution	1971-2006	8,303
5	Civil Litigation	1953-2009	11,160
6	Central Registration	1960-2008	1,827

Challenges

- Low level of funding;
- Lack of budget line/provision of funds impacted negatively on the monitoring and evaluation of the Projects of the Ministry's Zonal Offices and Parastatals/Agencies;
- Lack of specialized training for the staff of the Department;
- Lack of requisite working materials and equipment;
- Encroachment on the mandate of the Department by other Departments;
- Delay by Departments in responding to request for data required by the Department;
- Lack of project vehicle for the implementation of Justice Sector Data projects at Federal and State levels;
- Lack of genuine software licenses for Microsoft products being used by the Ministry;
- Inadequate supporting staff;
- Lack of materials in other fields of study in the Library;
- Lack of ICT and Library equipment in the Zonal Offices with the exception of Lagos.